



# Product Catalogue of E-learning Courses



**COLLEGE AFRICA GROUP**

**Discover your Potential**

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# MS Word 2013

## Set of 3 Interactive Courses

The set of courses dedicated to Microsoft Word will guide you through plenty of program tools that enable you to create perfectly designed documents, which you can share with other users. The presented tools and procedures are divided into three individual courses according to their difficulty. After getting acquainted with the program interface and its manipulation, we will focus on the work with text and its formatting. You will learn to insert tables and other different graphical elements into the created documents and to further edit them. You will perform necessary adjustments before printing a document by setting its headers and footers and dividing it into sections. In order to achieve a professional appearance of your documents, you will learn to apply various templates, styles and themes. You will examine and try even more advanced techniques, such as recording macros or creating forms. You will set a document protection and learn to work with comments and to track performed changes when reviewing a document. You will familiarise yourself with the mail merge used to send multiple standardised letters at once. You will also examine the application of building blocks and fields.

### List of Courses:



MS Word 2013: Introduction  
MS Word 2013: Intermediate  
MS Word 2013: Advanced

**74**  
Lessons

**3**  
Courses

**37**  
Study hours

# MS Office 2013

**STUDY LANGUAGE:** English

## MS Word 2013: Introduction

In the course MS Word 2013: Introduction, you will familiarise yourself with the program interface and the navigation in it. You will learn how to enter basic text properly and how to check spelling and grammar in it. You will examine the options of formatting text and the whole paragraphs. You will get to know the basic settings before printing a document, including page setup and inserting headers and footers into the document pages.

### List of lessons

- Introduction to Word
- Viewing documents
- Read Mode
- Creating a new document
- Opening documents
- Navigation in a document
- Entering and editing text
- Text selection techniques
- Moving and copying text
- Saving a document
- Page setup
- Text formatting
- Quick text formatting
- Paragraph formatting
- Numbered lists
- Bulleted lists
- Borders and shading
- Automatic text corrections
- Proofing tools
- Language settings
- Header and Footer
- Printing a document
- Working with Microsoft Word Help

### Application language

MS Word 2013 - English version

### Course content

Pre-assessment (optional)

23 lessons

Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

12 hours

### Target audience

Office computer user



# MS Office 2013

**STUDY LANGUAGE:** English

## MS Word 2013: Intermediate

In the course MS Word 2013: Intermediate, you will learn to adjust the program environment to your specific needs. You will try effective formatting of text by using styles. You will apply the templates offered by the program to create well designed documents. You will examine the creation and editing of tables in order to better arrange the data of a list of records. You will learn to insert various graphical objects to documents, including pictures, charts, SmartArt graphics and shapes and you will try out their further editing directly in Word.

### List of lessons

- Basic Word settings
- Customising the Quick Access Toolbar
- Customising the Ribbon
- Custom keyboard shortcuts
- Working with multiple windows
- Using styles and their customisation
- Creating styles
- Creating custom templates
- Editing multi-page documents
- Creating multilevel lists
- Sorting lists in documents
- Converting text to a table
- Tabs
- Creating a table
- Editing the layout of a table
- Editing the graphical appearance of tables
- Calculations in tables
- Design of an irregular table
- Creating charts
- Editing charts
- Inserting pictures
- Editing pictures
- Inserting and formatting SmartArt graphics
- Inserting and formatting shapes
- Inserting screenshots

### Application language

MS Word 2013 - English version

### Course content

Pre-assessment (optional)  
25 lessons  
Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

13 hours

### Target audience

Office computer user



# MS Office 2013

**STUDY LANGUAGE:** English

## MS Word 2013: Advanced

The course MS Word 2013: Advanced focuses on the tools used mainly for editing longer documents or for automating the work in the program. You will learn to split documents into sections, especially in order to insert various headers and footers into different pages. You will also insert a title page and set a watermark. You will learn to create a table of contents based on the document headings, to number inserted pictures and other objects and to create also their automatic list. You will further learn to use fields, hyperlinks and cross-references, footnotes and endnotes. You will also familiarise yourself with the tools used when multiple users work with the same document, such as making notes, tracking performed changes or creating subdocuments.

### List of lessons

- Document sections
- Setting a page background
- Inserting symbols and drop caps
- Custom cover page
- Auto Text
- Document pagination
- Searching in a document
- Replacing text
- Hyphenation
- Tracking changes
- Working with comments
- Advanced setting of headers and footers
- Splitting text into columns
- Creating a document outline
- Master document with subdocuments
- Automatic table of contents
- Custom table of contents
- Captions and tables of figures
- Working with fields
- Footnotes and endnotes
- Bookmarks
- Cross-references
- Hyperlinks
- Text translation
- Envelopes and labels
- Mail merge

### Application language

MS Word 2013 - English version

### Course content

Pre-assessment (optional)  
26 lessons  
Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

13 hours

### Target audience

Office computer user







#### **ABOUT ARNOLD MUSCAT**

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



#### **ABOUT JENNY MUSCAT**

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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